

New Jersey Immunization Information System
CHANGE OF USER SECURITY AUTHORIZATION

Please use this form to change the security access level for an NJIIS user at your site or to notify our office to deactivate an account for a user. If you have any questions, please call the NJIIS Help Desk at 1-800-883-0059.

Fax the completed form, with signature, to the NJIIS Help Desk at 609-588-4543.

PART 1. USER AND SITE INFORMATION

Please print or type.

NJIIS Production Account User ID/Name (8 Characters): _____

Name: _____ Title: _____

Site Name: _____

Site Address: _____ Telephone No.: _____

_____ Fax No.: _____

County: _____

To be filled out by Site Administrator

(Please check (✓) the appropriate level of access for above user.

- ☐ **General Reader:**
Can only view patient information; has limited access to run basic standard reports.
- ☐ **General User:**
Has General Reader permissions plus: modify or add information to ***existing*** patients and perform outreach functions for patients for whom the provider has primary responsibility.
- ☐ **Site Manager:**
Has General User permissions plus: add *new patients* and modify critical fields; maintain the inventory control records.
- ☐ **Deactivate Account** for above user. Production Account for NJIIS: _____

Signature of Site Administrator: _____ Date: _____

For Internal Use Only

User ID: _____ Assigned By: _____

Date Set Up or Access Changed: _____

Date Deactivated: _____

Other: _____